

13 APR
1979

MEMORANDUM FOR: Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Inspector General
General Counsel
Legislative Counsel
Comptroller

OS REGISTRY
FILE HR [REDACTED] STATINTL

FROM [REDACTED]

Chief, Regulations Control Branch
Information Systems Analysis Staff

SUBJECT : Proposed Revision of HR [REDACTED] Storage of Classified Information and Material, Draft B (Job #8759) STATINTL

FOR YOUR INFORMATION

1. The attached proposal, initiated by the Office of Security, was previously circulated to the coordinators on 6 December 1978. Suggestions offered by the coordinators have been incorporated into this version. Major revisions include a change in title to reflect exact language of the governing Executive order and an addition to paragraph b that expands the scope of the regulation to cover information and materials stored outside of Agency facilities.

2. The proposal will replace the existing HR [REDACTED]. During coordination it was noted the proposal did not cover Restricted Data and compartmented information in the detail found in the extant regulation. Coordinators who made this observation are advised the new security series will include a regulation that specifically addresses these areas of concern. STATINTL

3. Publication of this regulation is essential to completion of a document that must appear in the Federal Register. For this reason, expeditious processing on your part is requested. Further, it is requested that comments be limited to those that concern substance. It is our intention to forward the attached for approval on 4 May 1979. Please direct questions to [REDACTED]. STATINTL
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Attachments

1. Proposed HR [REDACTED]
2. Concurrence sheet (OGC only)

*New Series

cc: AO/DCI RAB
AO/RMS-CTS OS
SSA/DDA OL
C/ISAS OC

*No response
required.*

03-9-89/11

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OS REGISTRY STATINTL
FILE *HR* [REDACTED]

SECURITY

HR [REDACTED]

STATINTL

ΔPD *23.† STORAGE OF CLASSIFIED INFORMATION
OR MATERIAL

SYNOPSIS. This regulation prescribes the policies, authority, and responsibilities associated with the storage of classified information or material within the United States.

a. AUTHORITY. Policies promulgated in this regulation are established in accordance with the requirements of Section 4-103 of Executive Order 12065, National Security Information, and Section IV.F of the Information Security Oversight Office Directive No. 1, effective 1 December 1978.

b. GENERAL. Classified information or material in the custody of the Agency will be stored only in facilities or under conditions that will provide adequate protection and prevent access by unauthorized persons. Classified information or material disseminated outside

*†New Numbering Series

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the Executive Branch shall be given protection
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comparable to that afforded within the Executive
Branch pursuant to such conditions as the Director
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of Security may prescribe.

c. RESPONSIBILITIES

(1) EMPLOYEES. Individual employees
are responsible for securing classified information
or material in their possession in designated
equipment and areas when not being maintained
under immediate personal control in approved
work areas.

(2) DIRECTOR OF SECURITY. The Director
of Security is responsible for establishing
standards in accordance with the requirements of
the Information Security Oversight Office Directive
No. 1, effective 1 December 1978, for the
proper storage of classified information or
material. These include approved criteria for
vault and vault-type room construction and for
the acceptability of safes, safekeeping devices,
and other classified storage equipment.

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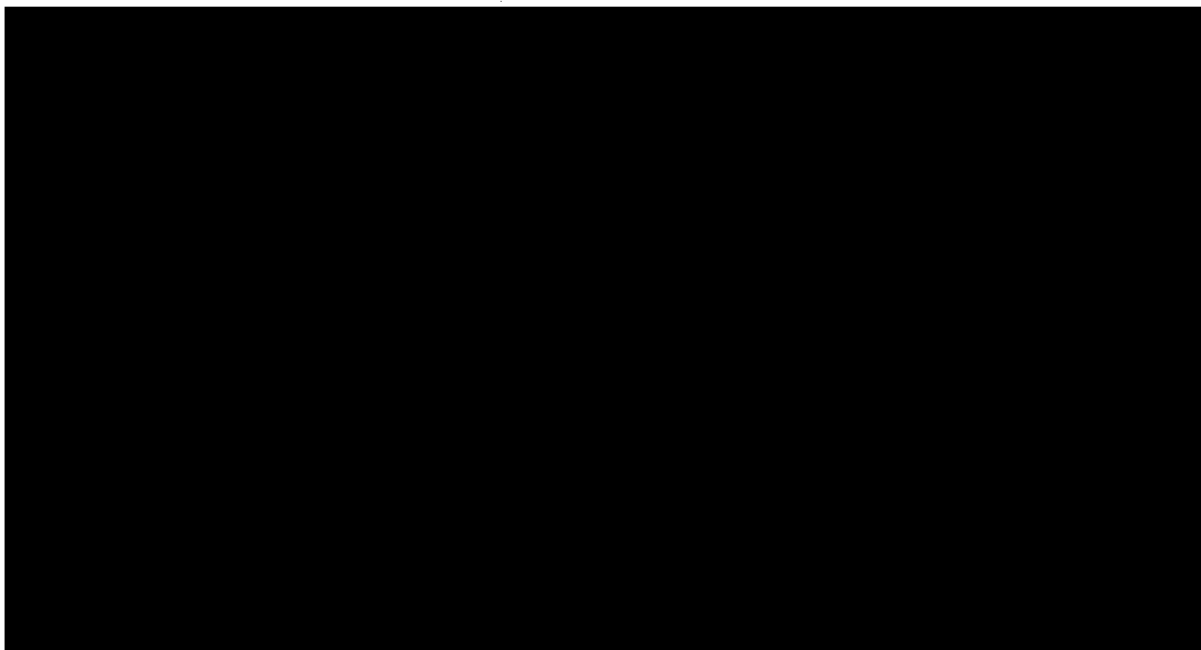
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(3) DIRECTOR OF LOGISTICS. The Director of Logistics will ensure that all requests for the construction of vaults and vault-type rooms and for the purchase, lease, or issue of safekeeping storage equipment are approved by the Director of Security and bear the concurrence of the Agency Records Management Officer. The latter must certify the records management justification for the request.

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d. STORAGE REQUIREMENTS



and material may be stored in an approved vault or in any GSA-approved safe-type steel file cabinet

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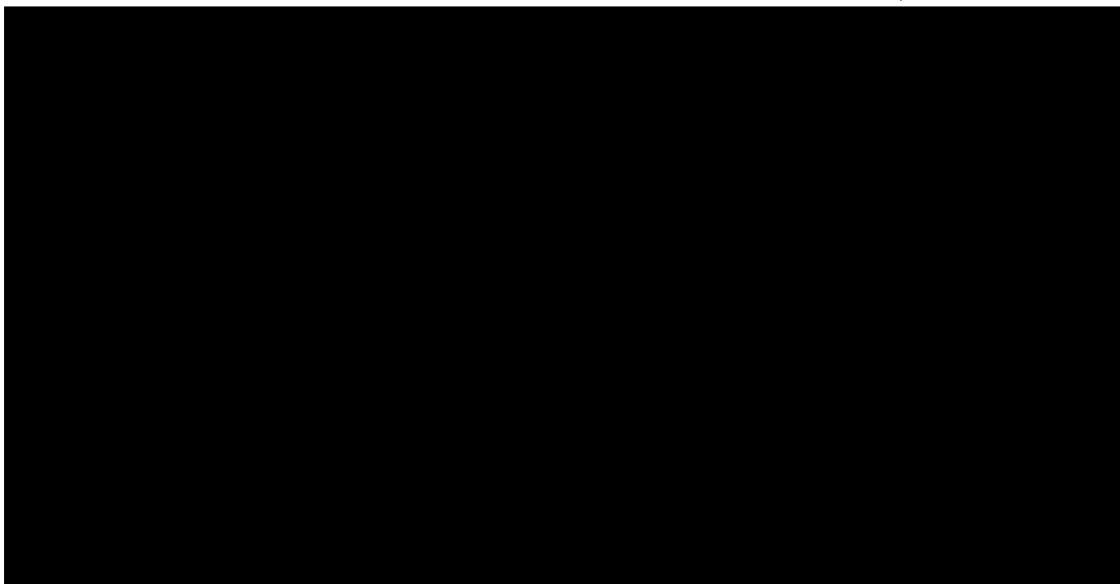
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located within an approved vault-type room.



(3) Any exception to the above storage requirements must have the prior approval of the Director of Security.

(4) Specifications for approved vaults and vault-type rooms are available from the Office of Security.

(5) If the bulk or volume of classified information or material presents a storage problem and it is not possible to comply with the provisions of paragraph d(1) or d(2) above, the Director of Security must be consulted for guidance.

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e. COMBINATIONS. Safekeeping equipment combinations are classified Top Secret. They are not to be carried on the person, recorded in any insecure manner, or disclosed over the black or red telephone. Supervisors will limit distribution of combinations to the number of persons (custodians) necessary for operating purposes. Supervisors will also ensure that combinations to safekeeping equipment used for the storage of sensitive compartmented information, cryptographic materials, and Restricted Data are given only to individuals holding the commensurate access approvals or clearances associated with such information or material.

(1) COMBINATION CHANGES. The Office of Security is responsible for changing combinations to all Agency safekeeping equipment in the headquarters area. Newly received safekeeping equipment will not be used until a representative of the Office of Security has reset the combination. Thereafter, the Office of Security will arrange

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for changing combinations at least once every year and when otherwise required. Operating Officials will ensure that combinations to safekeeping equipment are changed (a) upon separation or transfer of a custodian, (b) when a custodian no longer needs access to the information or material therein, (c) whenever a combination has been subjected to possible compromise, and (d) whenever the equipment is taken out of service.

(2) COMBINATION RECORDS. The Office of Security maintains a central record of the combinations and custodians to all Agency safekeeping equipment in the headquarters area.

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combinations to safekeeping equipment under their cognizance are changed at least once every year and when otherwise required, as specified in paragraph e(1) above. They will also maintain a record of such combinations and custodians.

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g. TRANSFER OF SAFEKEEPING EQUIPMENT

(2) Before any furniture or equipment

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(including desks, tables, file cabinets, shelving, etc.) that was used to store classified information or material within vaults or vault-type rooms is transferred out of an office, the principal custodian and the appropriate supervisor will check the furniture and equipment to ensure that it does not contain any classified information or material. This will include a check to ensure that no classified information or material has fallen under or behind the drawers of such furniture and equipment.

DISTRIBUTION: AB